

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Marine Safety Unit Chicago

16 W 215 W. 83rd Street, Suite D  
Burr Ridge, IL 60527  
Phone: (630) 986-2155  
FAX: (630) 986-2120

16460

Gentlemen:

On or about \_\_\_\_\_, an oil pollution incident occurred or threatens to occur at \_\_\_\_\_  
\_\_\_\_\_. You may be financially responsible for  
that incident. Under Federal Statutes, the United States Government may take action to minimize or  
mitigate damage to the public health or welfare that is threatened or that may be caused by this incident.

Under the Oil Pollution Act of 1990, the responsible party is liable for, among other things; removal costs  
and damages resulting from this incident. The failure or refusal of the responsible party to provide all  
reasonable cooperation and assistance requested by the Federal On-Scene Coordinator (OSC) will  
eliminate any defense or entitlement to limited liability which otherwise might be available under the Act.

You are advised that your failure to properly carry out the removal of the discharge as ordered by the  
OSC or to comply with any administrative orders necessary to protect the public health and welfare, may  
subject you to additional penalties. For such failure, owners, operators, or persons in charge of the vessel  
or facility from which the oil is discharged are subject under the Federal Water Pollution Control Act  
(FWPCA), as amended, to a civil penalty of up to \$32,500 per day of violation or up to 3 times the costs  
incurred by the Oil Spill Liability Trust Fund. Should you require further information concerning this  
matter, please contact \_\_\_\_\_ at Marine Safety Unit Chicago, (630) 986-  
2155

As long as the OSC determines that you are taking adequate actions in this matter, Federal removal action  
will usually be limited to monitoring the progress of your actions and providing guidance as necessary.  
Under the FWPCA, as amended, your response actions may be taken into account in determining the  
amount of any penalty assessed as a result of the discharge.

Sincerely,

\_\_\_\_\_  
OSC or Representative

\_\_\_\_\_  
Received and Acknowledged by,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Witnessed by,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time